



## Memorandum

Date: April 12, 2018

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – April 12, 2018

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### Schedule

- The April 16 agenda now includes an executive session at 5:00 p.m. regarding litigation.
- The public reception to meet the Police Chief candidates is April 18 from 4:30 to 6:30 p.m. There will be a formal introduction of the two finalists at 5:00 p.m.
- On April 21, is our Earth Day event and the City will be hosting the largest volunteer day of the year!
- The May 7<sup>th</sup> agenda will include an executive session at 5:00 p.m. regarding real estate matters with a special meeting at 5:30 regarding the sale of surplus properties.

### Information Items

- Public Works Accreditation. We have completed the APWA national site review/audit and have been notified by the national review team that they have found our agency in compliance with national standards and determined we meet the requirements for national accreditation. West Linn Public Works has become the 139<sup>th</sup> accredited agency in North America! This is a major accomplishment as we become the fourth agency to be accredited in the state of Oregon (along with Eugene, Albany, and Bend). We are the first agency accredited in the Portland Metro region. Congratulations to the Public Works team and all the other city departments involved in the process!
- Revised Park Master Plan Update Process. The Park Master Plan update process is coming to conclusion. The tentative plan adoption involves a work session with the Planning Commission on April 18 and hearing on May 16. The Council will then have a work session on June 4 and hearing on June 11. At present, these are all tentative dates. Once staff receives the draft final report and has a chance to look at the work required, staff will have a clearer sense if this time line will work.
- Youth Advisory Council (YAC) Status. Last week, Councilor Cummings asked questions about whether the YAC must comply with Oregon public meetings law, whether its bylaws are current and other questions. As you know, the YAC is not a formal citizen advisory group under the Municipal Code, but was intended as a way to engage West Linn youth through community oriented discussions and projects that would provide recognition and understanding of the issues affecting the youth of the city. The YAC's goals anticipate from time to time the YAC will advise the West Linn City Council on issues that affect youth. Last year, the Council did just that and asked the YAC to study the issue of parking around the high school. The City Attorney has advised that *for this task and whereby the YAC is formulating policy recommendations*, the YAC must comply with Oregon

public meetings law. If it is not acting in this capacity, it is not necessary. However, from an educational standpoint, the YAC reviews its bylaws at the start of each term (i.e. school year) and gets briefed on public meetings laws. Meeting agendas are posted, minutes are taken and posted, and meetings are held in a public and accessible location, the Library Community Room (occasionally students close the door due to lobby noise.) This isn't executed perfectly, but as consistently as is done by other city advisory groups. Of course, we will continue to be cognizant of Oregon public meeting laws compliance and Council's expectations, and try to remind CAG staff and members as needed.

- Applications for the Economic Development Committee have been placed in Council's Dropbox. The opening will continue to be advertised until Council appoints the new committee member at the May 14 Council Meeting.

That's it for this week.

*Eileen*